



## EMERGENCY SERVICES PERMITS

### Reissuance of Clinical Rehabilitative Services, Clinical Rehabilitative Services Including Special Class Authorization, and Library Media Teacher Services

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Emergency Permits are available only at the request of an employer. Individuals may **not** apply directly to the Commission for the reissuance of these documents. Effective January 1, 1998, emergency permits described in this leaflet may be reissued to an individual a maximum of four times, authorizing a maximum of five years of service.

The employer and the individual must meet **both** the general and specific requirements (described below and on the following page) for reissuance of Emergency Services Permits.

#### General Information

- The employing agency must provide orientation, guidance, and assistance when an individual obtains, for the first time, any of the emergency teaching permits described (The employing agency may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher.) It shall include, but not be limited to, an overview of **all** of the following topics:
  - a. the curriculum that the emergency permit holder is expected to teach
  - b. effective techniques of classroom instruction at the emergency permit holder's assigned level—preschool, elementary, middle, secondary, or adult education
  - c. effective techniques of classroom management at the emergency permit holder's assigned level—elementary or secondary

To the extent reasonably feasible, the orientation to teaching shall occur before the emergency permit holder begins his or her teaching assignment.

- The employing agency will assign an experienced educator to guide and assist each holder of an emergency services permit described in this leaflet (The experienced educator shall be a certificated employee of the employing agency, or a certificated retiree of a California school district or county office of education, and have completed at least three years of full-time classroom teaching experience.)
- Emergency permits are valid for one year
- Teaching or service authorized by an emergency permit (except the 30-Day Substitute Permit) is restricted to schools operated by the employing agency that requested the permit

#### Requirements for Reissuance of Emergency Services Permits

Individuals must satisfy **all** of the following requirements:

1. Submit a complete application packet, including payment of the fee(s) and other documents required verifying completion of all requirements for the specific emergency permit
2. For the first reissuance only, **all** of the following requirements must be satisfied:
  - a. your employer must verify that orientation, guidance, and assistance have been provided, verified on form CL-469
  - b. obtain an evaluation by a Commission-approved professional preparation institution identifying requirements the emergency permit holder must complete to be eligible for the related credential. Verified on form CL-469
  - c. verify completion of at least six semester units or nine quarter units of approved course work (with a grade of "C" or better) in a Commission-approved professional preparation program or subject-matter program required for issuance of the related credential (The course work must be completed after the issuance date of the current permit and prior to the requested reissue date. The appropriate college or university must verify the course work on form CL-469.)

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3. For all subsequent reissuances, the following requirements must be satisfied:
  - a. complete at least six semester units or nine quarter units of accredited course work (with a grade of “C” or better) in a Commission-approved professional preparation program or subject-matter program required for issuance of the related credential (The appropriate college or university must verify this on form CL-469.)
  - b. your employer must verify that guidance and assistance have been provided on form CL-469
4. The employing agency must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission

*Reference: California Education Code, Sections 44251(c), 44268, and 44300; and Title 5, California Code of Regulations, Sections 80023, 80023.1, 80024.4 through 80024.6, and 80026 through 80026.6*